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# Example of Claim Adjuster Job Description

Our company is growing rapidly and is looking for a claim adjuster. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for claim adjuster

* Collects and reviews factual information to determine coverage, liability and/or eligibility of all parties to the claim and explains the claims process
* Assist co-workers in regard to clarification of contract coverage, parts
* Handles moderate to complex Casualty claims of high dollar value that may involve complex coverage issues
* This position requires the ability to lift up to 50 pounds between 33 and 66% of the time (applies to field position only)
* Production – The ability to work in a fast paced environment and manage a claim file from start to finish
* Responsible for the review and analysis of complex claim files to ensure quality work products are sent to clients
* Manages the tracking, reporting and analysis of quality data
* Partners with other claims technical staff to ensure overall product quality
* Reviews and verifies information on complex claims to ensure processing with established quality standards
* Understands and interprets complicated client and vendor specifications

## Qualifications for claim adjuster

* Good computer knowledge including Word and Excel
* Experience using Xactimate estimating platform
* Understanding of Xact Analysis
* Must be willing to be located in Dallas and the surrounding areas
* The capabilities, skills and knowledge required is normally acquired through a Bachelor's degree or equivalent experience and at least 6-12 months of directly related experience
* Develops alternative methods to achieve uniform quality including identifying process variables and training opportunities